BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Enterprise and Entrepreneurship Pearson BTEC Level 3 International Foundation Diploma in Enterprise and Entrepreneurship Pearson BTEC Level 3 International Diploma in Enterprise and Entrepreneurship Pearson BTEC Level 3 International Extended Diploma in Enterprise and Entrepreneurship
Unit number and title	**Unit 31: Effective Project Management**
Learning aim(s)	**A** Examine the principles and practice of project management
Assignment title	**Assignment 1: Project Management – A Good Practice Guide**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are employed as a trainee business consultant in a business which provides advice to large and small enterprises. You have been asked to write a report which can be used by small businesses who are considering committing financial resources to support the development of a business project such as: ● A small construction project e.g. the renovation of a property ● The installation of a new computer network ● A relocation of business premises The report should include: ● the importance of effective project management ● the features of the project life cycle ● the project management tools that could be used to monitor the progress of the project so that it is completed on time ● how the business could ensure that the needs of key stakeholders are addressed. ● The importance of project milestones, targets and budgetary control Your report should include examples of how the principles of project management could be applied in different business situations paying particular attention to the features and implications of the project triangle.

Task	Write a report which covers the main principles of project management that could be used by managers working in small businesses as a 'good practice guide' when they are planning a business project.
Checklist of evidence required	● An overview of the importance of project management ● The basic principles of project management ● The use of project management tools in different business contexts and

	their contribution to project targets and completion ● The role and responsibilities of the Project Manager and the Project Team ● Examples of the issues that may arise which impact upon stakeholders and recommendations of management actions that could be taken to address these issues

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
31/A.D1	Evaluate the impact of appropriate methods, processes and tools used i effective project management.
31/A.M1	Analyse the relationship between effective project management and the use of appropriate methods, processes and tools.
31/A.P2	Explain methods, processes and tools available in project management.
31/A.P1	Explain the importance of effective project management.
Sources of information to support you with this Assignment	You may find the following websites useful when completing your report: www.businessballs.com/project-management/project-maagaement-skills-and-techniques www.axeloss.com/best-practice-solutions/prince2/-what-is-project-management www.mindtools.com/pages/main/newMN_PPM.htm www.biz.ed.com www.tutor2u.com
Other assessment materials attached to this Assignment Brief	N/A